

BID OPENING: February 27, 2009.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL BRIAN COLEMAN. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. TEAM 1 (202-512-0319). NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS  
U.S. Government Printing Office (GPO)  
Washington, D.C.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

“GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/printforms/pdf/contractdisputes.pdf](http://www.gpo.gov/printforms/pdf/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions”.

PRODUCT: 150 flash cards with custom tuck case, printing in 4-color process plus PMS 187 and PMS 2955 with laminating, die-cutting, collating, packing, and distribution.

TITLE: USCIS Vocabulary Flash Cards

QUANTITY: 27,895 sets

TRIM SIZE:

Flash Cards: 4-1/4 x 7”

Custom Case: approx 11-1/2 x 11-1/2” Contractor is to resize case if necessary to fit cards.

GOVERNMENT TO FURNISH: One CD-ROM produced on a MacIntosh computer, with system 10.5, using Adobe Illustrator CS3, and Adobe Photoshop CS3, and Adobe In-Design CS3. Files are furnished in Native and PDF format. Fonts and bleeds are furnished with all graphics properly linked. One set of visuals to be used as a general guide.

A PDF file for the For Sale line and ISBN/Bar Code will be emailed to the contractor after award.

GPO Form 952.

GPO Form 892 revised proof label.

One reproduction proof (shipping container label), Form 905 with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Prior to image processing, the contractor is responsible for checking files contained on the furnished media to insure that such features as bleeds, register marks and correct file output selection have been provided for, so as to correctly generate films for publishing. The contractor must supply necessary trapping. The contractor must generate films on a high resolution image processor.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PROOFS:** One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi for the entire product. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct-to-plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Send proofs together with furnished media to: Government Printing Office, 44 H St. NW Loading Dock, Washington, DC 20401, Stop: CSAPS, Room C838, Attn: Brian Coleman 202-512-0455.

Proofs will be withheld not more than 2 workdays from receipt in the department until they are approved or disapproved from the department.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon sending proofs and immediately upon receiving approval or disapproval of proofs back from the department.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

**Flash Cards:** White, No. 2 Coated Cover, Gloss-Finish, basis weight: 100 lbs per 500 sheets, 20 x 26", equal to JCP Code L12.

**Custom Tuck Case:** White, Coated One Side (CIS) Cover, 12 Point, JCP Code L70.

**PRINTING:**

Flash Cards: Print head to head in 4-color process plus an additional PMS color. Sixty-eight cards print in 4-color process plus PMS 187. Seventy-nine cards print in 4-color process plus PMS 2955. Three cards print in 4-color process only. After printing, laminate all cards. Laminate must allow cards to be written on and erased with a dry-erase marker.

Custom Tuck Case: Before construction: Prints in 4-color process on one side only, with agency seal printing in 4-color process and bar code and ISBN printing in black ink only. The contractor must insert the For Sale line on the back of the first card and the ISBN/bar code on the back of the case. See visuals.

MARGINS: Follow electronic media, cards bleed all sides.

#### BINDING:

Flash Cards: Die cut round corners on all cards.

Custom Tuck Case: Die cut and construct case. Score on folds. See attachment A for outline.

#### PACKING:

BAR CODE LABELING AND SPECIAL MARKING: In addition to regular markings, the form number (M-715) and the requisition number (9-00167) must be bar coded, on shipping containers only, using the Uniform Symbology Specification - Code 39 (new standard) bar code system, for non-contact reading, in accordance with ANSI/AIM BCI - 1995. The bar codes should be on the shipping container label in the approximate 4 x 1" area block identified as "Barcode". Bar code to be 1/2" high.

Contractor to insert a sequential set of the 150 cards into each custom case to create a complete set, then shrink wrap each case individually. Cards should be collated as follows: introduction cards, red cards, blue cards.

Pack suitably in shipping containers.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:

#### Product Quality Levels:

- (a) Printing Attributes – Level III
- (b) Finishing Attributes – Level III

#### Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD/ALTERNATE STANDARD
P-7. Type Quality and Uniformity	OK Proofs/Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10 Process Color Match	OK Proofs/Electronic Media

DISTRIBUTION: Deliver f.o.b. destination. All deliveries must use traceable means.

#### DELIVER ON OR BEFORE 3/16/09

Deliver 50 sets to: Government Printing Office, 44 H St. NW Loading Dock, Washington, DC 20401, Stop: CSAPS,

Room C838, Attn: Brian Coleman 202-512-0455.

**DELIVER ON OR BEFORE 3/27/09**

Deliver 250 sets to: Department of Homeland Security, U.S. Citizenship and Immigration Services, 20 Massachusetts Ave., NW, Room 5200, Washington, DC 20529, Attn: Sarah Kurapatskie (202) 272-1312.

Deliver 25,000 sets to: USCIS Forms Center West, 5160 Richton St. Suite G, Montclair, CA 91763, Attn: Saul Santamaria (909) 949-7113. Pallet requirements for Forms Center West: Pack boxes on 48 x 40" 4-way pallets. Total height (incl pallet) NTE 56". Total weight NTE 1500 lbs.

Deliver 1,500 sets to: U.S. Government Printing Office, Documents Warehouse, Receiving Branch, 8660 Cherry Lane, Laurel, MD 20707-4950.

Deliver 1,075 sets marked "Depository Copies, Item 0520-G" to: U. S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, DC 20401. Any cartons containing Depository Copies must be clearly marked to indicate the total number of cartons. For example: 1 of 3; 2 of 3; 3 of 3.

Deliver 15 sets marked "File Copies" to: Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, DC 20540.

Deliver 5 sample sets plus furnished materials to: USCIS/Printing and Forms Distribution Branch, Room 2000, 111 Massachusetts Avenue NW, Washington, DC 20529, Attn: Vera Ballenger, 202-272-8392/345-1574. Inside delivery required.

Deliver 1 copy to: U.S. Government Printing Office, Customer Services Department, Agency Publishing Services, AST 1, Mail Stop CSAPS, Room C-838, 732 North Capitol Street NW, Washington, DC 20401 Attn: Contracting Officer, 202-512-0455 (Jkt. No. 351-956)

Deliver 1 sample set to: Government Printing Office, 732 North Capitol Street NW, Washington, DC 20401, Stop: CSAPS, Room C838, Attn: Brian Coleman 202-512-0455.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401, on March 3, 2009.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 1 workday from receipt in the Agency until they are made available for pickup by the contractor.

Deliver 50 sets on or before March 16, 2009.

Deliver 27,845 sets on or before March 27, 2009.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. A price must be submitted for each additional 1,000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 36 H St. Room C-161, Washington, D.C. 20401. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.

Attachment A

Jacket 351-956

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